

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

DHL Customer Service

[Office Address]
[City, State, Zip Code]

Subject: Shipping Authorization Letter

Dear DHL Customer Service,

I, [Your Name], the owner of [Company Name or Your Business], hereby authorize [Authorized Person's Name] to act on my behalf regarding the shipment of goods using DHL services.

Details of the shipment:

- Shipment Reference Number: [Reference Number]
- Description of Goods: [Brief Description]
- Origin: [Origin Address]
- Destination: [Destination Address]

This authorization is valid for [duration of authorization] and allows [Authorized Person's Name] to collect, handle, and sign any necessary documents related to the specified shipment.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Company Name (if applicable)]